

Attachment A

Statement of Work (SOW)

Environmental Services

October 2014

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1 SCOPE OF WORK

1.1 INTRODUCTION

The Environmental Services Contractor shall provide environmental management services for the National Aeronautics and Space Administration's (NASA's) Goddard Space Flight Center (GSFC), Greenbelt, MD. The services are to be performed to support GSFC's mission and in such a way that they demonstrate GSFC's commitment to conduct its mission in a manner that promotes environmental stewardship. GSFC's "Environmental Policy is to:

- a. Consider the neighboring natural environment while executing GSFC's mission;
- b. Comply with applicable Federal, state, and local legislation and regulations, Executive Orders (EO), NASA's policies, and other requirements;
- c. Prevent pollution and conserve natural resources;
- d. Implement pragmatic and cost effective solutions to environmental problems;
- e. Communicate with the GSFC community, our partners, and the public; and
- f. Continue to improve our Environmental Performance through our Environmental Management System (EMS) including:
 1. Promote awareness through education and training;
 2. Integrate environmentally sustainable best management practices into our daily work activities;
 3. Explore advances in environmental technology; and
 4. Provide a framework for setting objectives and targets.

Areas of environmental services include, but are not limited to:

Waste prevention and management: Management and oversight of solid wastes, including hazardous wastes, other regulated wastes and recyclable materials in compliance with all Federal, state, and local regulations, to include pollution prevention and regulatory reporting.

Water management: Management of discharges, or potential discharges, of pollutants into the sanitary sewer, storm water system, groundwater, or the environment in general; and drinking water, oil and tanks; maintaining compliance with all Federal, state, and local regulations and associated permits and permit requirements.

Air management: Management of airborne contaminant discharges and potential discharges to the atmosphere that includes, but is not limited to, criteria pollutants, hazardous air pollutants, ozone depleting substances, and greenhouse gases; maintaining compliance with all Federal, state, and local regulations and associated permits and permit requirements.

Environmental program management: Record management, training, regulatory and rules review and assessment, policy and procedures development and maintenance, miscellaneous permit application development, program assessment, plans review, action tracking, data management, program metrics and equipment management. Provide support of environmental management systems and sustainability programs and actions.

Environmental planning and impact assessment: Evaluation of programs, projects, activities, operations, and actions that have potential environmental implications for their impact on the environment and compliance with the National Environmental Policy Act (NEPA) and other applicable Federal, state, and local regulations, including related Agency requirements.

Environmental liability management: Assessment and investigation of potential environmental liability related to real and personal property, current and historical environmental releases, and cleanup of current and historical releases.

Natural resources management: Management of natural resources, which includes, but is not limited to, land, water, soil, plants, and animals.

For the purposes of deliverables in this SOW, the contractor shall provide them to the appropriate Greenbelt Environmental Media Manager and/or Contracting Officer's Representative (COR), as directed, in the timeframes specified.

1.2 INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) SERVICES

The Contractor shall provide services as ordered through IDIQ task orders to support the GSFC mission. IDIQ services may be required at any facility or location where the Goddard Space Flight Center, Greenbelt, MD, has management responsibility, oversight responsibility, or potential environmental responsibility. IDIQ task ordering is available under the contract to accomplish unique, one-time, significant actions that are not directly integrated into the daily operations of the Center (e.g., unique investigations or environmental program implementation, restoration of medium to large scale releases, support of remote site environmental responsibilities).

1.3 CENTER ENVIRONMENTAL PROGRAM CORE REQUIREMENTS

The following services shall be provided to GSFC's Greenbelt campus, including local, non-contiguous locations, throughout the period of performance of this contract.

As part of the resources provided to meet the performance requirements of these services, the Contractor shall have at least one environmental professional on site and available each work day between 8:00 a.m. and 4:30 p.m. (normal business hours) unless otherwise approved by the COR.

The Contractor shall be responsible for managing office space provided as part of this contract as well as facilities of the Less-than 90-day Waste Accumulation Facility (<90-day Facility) inclusive of all buildings and grounds within the fenced compound encompassing buildings 27A and 27B and the spill materials storage shed and deer equipment storage shed. Access to the GSFC Network will only be provided via the computers provided by the government.

1.3.1 Waste Prevention and Management

1.3.1.1 Waste Management

a. Waste Collection and Management Activities

The Contractor shall: Collect GSFC Greenbelt Campus' Government, contractor, and tenant wastes and recyclables managed by Medical and Environmental Management Division (MEMD) which includes hazardous waste, universal waste, petroleum, oil and lubricant (POL), non-regulated wastes and recyclables (that are otherwise specially handled waste) year round from Satellite Accumulation Areas/generation points and transport to the <90-day Facility, located at the Greenbelt site. Complete all waste characterization. Perform waste analysis and determination in accordance with the latest version of Work Instruction, 250-WI-8500.3.4, Waste Sample Analysis Plan. Maintain the hazardous waste stream inventory and activity database. Establish new Satellite Accumulation Areas (SAAs) and close SAAs no longer needed, as required to support GSFC operations. The Contractor shall designate an individual to serve as the Alternate Facility Operations Manager (AFOM) and Fire Warden for the <90-day Facility inclusive of all buildings and grounds within the fenced compound encompassing buildings 27A and 27B. The AFOM shall accomplish all actions required by the latest version of Goddard Procedural Requirement (GPR) 8830.1, Facilities Operations Manager and procedures and shall manage the facility Building Emergency Plan. The AFOM shall track and coordinate building and building system maintenance and repair with the Center's Facilities Management Division.

The Contractor shall: Perform pick-ups and storage in accordance with applicable Federal and state regulations, and GSFC policies and procedures at all times. Process requests for pickup of recorded waste containers within two workdays after receipt of notification from the requester or by the date requested by the requester, whichever is later.

b. Waste Disposal

The Contractor shall: Perform hazardous waste, universal waste, POL, and non-regulated wastes (otherwise specially handled waste) disposition/disposal per year as defined above at facilities pre-approved by NASA in accordance with section 1.3.1.1.(d). Submit complete, accurate, and compliant Hazardous Waste Manifests to the government Hazardous Waste Program Manager or other designated person for signature. Coordinate shipments with the government Hazardous Waste Program Manager or other designated person to assure availability for signature. Track all hazardous waste shipments to assure return copies of manifests are received and managed in accordance with federal and state regulations and that all required records are maintained. Assure that all appropriate follow-ups are accomplished and documented and that required written reports and notifications are drafted and received by the appropriate Greenbelt environmental media manager or the COR for action.

The Contractor shall ensure compliant shipments, documentation, and holding time for all materials. The Contractor shall ensure tracking of shipments and compliant records.

c. *Sampling and Analytical Analysis*

The Contractor shall: ensure valid sampling methodologies are in accordance with Federal and state regulatory requirements, appropriate procedures for documentation and records, sampling process and frequency in accordance with the applicable permits, regulations and industry standards.

d. *Treatment, Storage, and Disposal Facility (TSDF) Inspection Reviews and Audits*

The Contractor shall: Complete initial TSDF reviews and site audits, of proposed TSDFs in accordance with the latest version of Work Instruction 250-WI-8500.3.3, Treatment, Storage, and Disposal Facility Inspection, and industry standard. Complete annual reviews of actively used TSDFs in accordance with the latest version of Work Instruction 250-WI-8500.33. Treatment, Storage, and Disposal Facility Inspection, and industry standard. Submit for approval of the TSDF.

The Contractor shall ensure complete and accurate reports of reviews and audits.

e. *Management and Disposal of Asbestos and Asbestos Containing Materials Associated with Non-Facility Related Items*

The Contractor shall: Manage and dispose of asbestos containing material not associated with a facility or abatement project including brake maintenance waste (from overhead cranes) and items recovered from research and operational equipment identified for retirement that contains asbestos materials.

The Contractor shall ensure compliance with Federal and State regulations.

f. *Spill/Release Control, Removal and Emergency Consultation (all media)*

The Contractor shall: Maintain preparedness to control and remove petroleum and other hazardous materials spills in streams, bodies of water (such as ponds), soils, roads, and inside buildings for all materials present at GSFC Greenbelt. Preparedness levels shall meet requirements presented by the GSFC Integrated Contingency Plan (as of April 1, 2014) which satisfies GSFC's requirements for a Spill Prevention Control and Countermeasure Plan and a Hazardous Waste Contingency Plan.

g. *Hazardous Waste Management Inspections*

The Contractor shall: Conduct weekly inspections of the Less-than 90-day Waste Accumulation Facility (building 27A) and other hazardous waste facilities in accordance with latest version of GSFC Directive 250-PG-8500.3.1 Less than 90 Day Facility. Other 90-day and 180-day staging facilities shall be inspected as required by regulation. Provide summaries of 90-day and 180-day staging facilities inspections on a quarterly basis. The SAAs shall be formally inspected annually in accordance with the latest version of 250-WI-8500.3.1 SAA Inspections, and a trending report shall be assembled

annually to assess common and repeat problems found at SAA's. In addition to the annual trending report for SAA inspections, the Contractor shall submit a monthly status report listing the areas inspected during the previous month.

The Contractor shall: Maintain all inspection records in accordance with Federal and state regulations. Submit complete and accurate reports for 90-day and 180-day staging facilities and SAAs. Quarterly documentation submissions are due by the 15th calendar day following each calendar quarter. Submit status reports by the 15th calendar day of the following month. SAA schedule for the entire Center shall be submitted by the 5th calendar day of February.

h. Annual/Biennial Report on Hazardous Waste Activities

The Contractor shall: Prepare the Annual/Biennial Report on Hazardous Waste Activities.

The Contractor shall: Provide complete and accurate reports. Final draft of regulatory submission is due 15 calendar days prior to the regulatory due date. Reports for non-regulatory reporting years are due 45 calendar days after end of calendar year.

i. Hazardous Waste Focused Cleanouts

The Contractor shall provide the planning, additional resources and management of hazardous waste involved with a focused activity or requirement. All management of hazardous wastes shall be in accordance with Federal and state regulations and NASA and Goddard policies and procedures. When appropriate, the contractor shall establish alternative procedures for the activity. Cost reporting for the activity shall be provided in addition to the regular financial reporting for this activity to provide for cost allocation to the individual projects.

j. Construction Hazardous Waste Management

The Contractor shall: Provide hazardous and other MEMD managed waste management related services to construction projects accomplishing all waste management actions as required in in Section 1.3.1. Management includes, but is not limited to, interaction with the Electronic Management Operations Directorate (eMOD), project estimation, weekly SAA inspections, and monthly individual project estimation reports. Monthly individual project estimation reports shall be provided on the same schedule as financial reporting.

The Contractor shall meet project specific schedule requirements.

1.3.1.2 Regulatory Reporting

a. Polychlorinated Biphenyl (PCB) Inventory and Annual Report

The Contractor shall: Maintain the facility PCB Inventory and submit an annual report. Provide complete and accurate inventories and reports. The report shall be delivered by March 31st for the prior calendar year.

b. Superfund Amendments and Reauthorization Act (SARA) Report (Tier II)

The Contractor shall: Prepare the annual Emergency Planning and Community Right to Know Act (EPCRA) Section 312 Tier II Report. Provide a complete and accurate report. The final report is due 30 calendar days prior to regulatory due date.

c. Toxic Chemical Release Inventory Report (TRI)

The Contractor shall: Prepare the annual EPCRA Section 313 Toxic Chemical Release Inventory Report. Provide a complete and accurate report. The final report is due 30 calendar days prior to regulatory due date. Should GSFC not meet any of the reporting thresholds, then the Contractor shall submit the report with thorough documentation supporting the reporting determinations.

1.3.1.3 Recycling/Affirmative Procurement/Solid Waste

a. Chemical Reuse Center Management

The Contractor shall: Manage the chemical re-use center as a materials issue point. Manage the physical chemical re-use center located at building 27A. Manage pick-ups of unused materials, evaluation for re-use and accumulation of materials eligible for re-use. Manage deliveries of approved re-use chemicals to the hazardous materials management office (building 35) or the new user. Complete a quarterly review of inventory including expiration dates. Identify potential users based on waste streams and recommend possible re-use options to existing users. Maintain records for completion of a semi-annual report on re-use center metrics. Develop and implement a storage plan for the physical re-use center.

The Contractor shall: Ensure compliance with regulations. Provide complete and accurate reports, procedures, and inventory. Maintain a less than 4 business day response to requests for submissions to and withdrawals from the re-use center.

b. Solid Waste Permits and Reports

The Contractor shall: Complete all regulatory permit applications, reports and implementation for solid waste activities managed by the Greenbelt Environmental Team (GET) or for GSFC, Greenbelt (e.g., scrap tire report). Assist individual user organizations with implementation issues of the permits. Evaluate draft and final new, modified, and renewed permits for impact to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit, identifying each change, including individual word and punctuation changes.

The Contractor shall ensure compliance with regulations and provide complete and accurate applications and reports completed 30 calendar days prior to regulatory due date or 7 calendar days past the closure of data window, whichever is less.

1.3.1.4 Policy, Procedure, Plan and Work Instruction Development

The Contractor shall: Develop draft environmental MEMD organizational level directives including Procedural Guidelines (PGs), and Work Instructions (WIs) necessary for the waste management activities to be performed. Ensure that PGs and WIs comply with regulatory and NASA requirements. Draft updates as changes are identified and provide for an update prior to expiration. Coordinate resolution of comments in the review process.

The Contractor shall: Provide complete, accurate, efficient and effective procedures, and work instructions for all documents identified as needed, in draft, or final versions within 90 calendar days of identification of the need or 120 calendar days prior to expiration. Evaluate all documents at least annually, all documents shall be formally updated in accordance with Goddard Document Management System expiration dates.

1.3.2 Water Management

1.3.2.1 Stormwater: Specific Permits (e.g., Industrial Discharge)

a. National Pollutant Discharge Elimination System (NPDES) Specific Permits Implementation and Maintenance

The Contractor shall: Perform monitoring, sampling and analysis, and inspections required by NPDES permits (as of 4/1/14) issued to GSFC. Identify causes of non-compliance and provide recommendations for resolutions. Implementation and maintenance shall include, but is not limited to, all follow-up actions, investigations and additional sampling required to address identified non-compliances and plans of action.

The Contractor shall: Provide complete and accurate reports, perform timely and compliant sampling and analysis. Sampling shall be scheduled early in the sampling time frame window to allow for weather and other technical delays. Submit the final draft due 15 calendar days prior to regulatory submission date. Each non-compliance letter delivery due date shall be coordinated with the appropriate Greenbelt environmental media manager and shall not be later than one business day prior to date that it must be mailed.

b. NPDES Specific Permits Modification and Renewal

The Contractor shall: Complete one permit modification each year and one permit renewal every five years with all necessary data, information, analysis, and field activity. Complete the NPDES permit renewal application package with all required monitoring, analysis, data collection and information. Provide a permit renewal project schedule at

least 12 months prior to the regulatory due date of the renewal application. Provide an evaluation of the draft and final new, modified, and renewed permits for impacts to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit to identify each change, including individual word and punctuation changes. Assist individual user organizations with implementation issues of the permits as directed by the appropriate Greenbelt environmental media manager or the COR.

The Contractor shall: Provide complete and accurate application packages. Final draft modification packages shall be due 30 calendar days prior to submission deadline to prevent impact on GSFC projects/missions. Final draft renewal package shall be due 90 calendar days prior to regulatory submission deadline. The Contractor shall provide updates of the status throughout the renewal process in accordance with the schedule. The Contractor shall provide a final assessment of the actions required by the Center within 30 calendar days of publication of the final renewed permit.

c. Stormwater Pollution Prevention Plan (SWPPP) Maintenance and Implementation

The Contractor shall: Coordinate reviews and updates of the SWPPP annually and as required by regulations. Complete the annual review and inspections required by the SWPPP. Support individual user organizations with implementation issues of the SWPPP as directed by the appropriate Greenbelt environmental media manager or the COR and including providing briefs and direction to Activity Coordinators on their responsibilities and the contents of the SWPPP.

The Contractor shall: Provide complete, accurate and compliant SWPPP. Provide complete and accurate reports. Reviews shall be completed within one calendar year of the last review or 30 calendar days prior to the regulatory due date. Final draft updates to the plan are due within 60 calendar days of the review of identification of a requirement to update the plan. Annual review and inspection final draft reports are due September 1 each year.

d. Sampling and Analysis

The Contractor shall: Maintain the sampling and analysis plan and related procedural documents. The plan and related procedural documents shall provide valid sampling methodologies in accordance with regulatory requirements, appropriate procedures for documentation and records, sampling process and frequency.

1.3.2.2 Stormwater: General Permits (e.g., Municipal Separate Storm Sewer Systems (MS4), HT)

a. NPDES General Permits Implementation and Maintenance

The Contractor shall: Perform monitoring, sampling and analysis, and inspections required by NPDES permits (as of 4/1/2014) issued to GSFC. Identify causes of non-

compliance and provide recommendations for resolutions. Implementation and Maintenance shall include, but not be limited to, report preparation (e.g., Discharge Monitoring Reports), all follow-up actions, investigations and additional sampling required to address identified non-compliances and plans of action.

The Contractor shall: Provide complete and accurate reports, timely and compliant sampling and analysis. Final draft is due 30 calendar days prior to regulatory submission date. Each non-compliance letter delivery due date shall be coordinated with the appropriate Greenbelt environmental media manager and shall not be later than one business day prior to date that it must be mailed.

b. NPDES General Permits Renewal

The Contractor shall: Complete the NPDES permit renewal application package (Notice of Intent or other required format) with all required monitoring, analysis, data collection and information. Provide a permit renewal tracking and impact assessment project schedule at least 12 months prior to the permit expiration date. Provide an evaluation of the draft and final new, modified, and renewed permits for impacts to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit to identify each change, including individual word and punctuation changes. Assist individual user organizations with implementation issues of the permits as directed by the appropriate Greenbelt environmental media manager or the COR.

The Contractor shall: Provide complete and accurate application packages. Final draft renewal packages are due 90 calendar days prior to regulatory submission deadline. The Contractor shall provide updates of the status throughout the renewal process in accordance with the schedule. The Contractor shall provide a final assessment of the actions required by the Center within 30 calendar days of publication of the final renewed permit.

c. General Permits Requirement for SWPPP

The Contractor shall: Incorporate appropriate General permit requirements (as of 4/1/2014) into the SWPPP required under 1.3.2.1(c).

1.3.2.3 Stormwater: Erosion and Sediment Control and Stormwater Management

a. General Permit for Stormwater Associated with Construction Activity

The Contractor shall: Provide a permit renewal tracking and impact assessment project schedule at least 12 months prior to the permit expiration date. Provide an evaluation of the draft and final new, modified, and renewed permits for impacts to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit to identify each change, including individual word and punctuation changes.

The Contractor shall provide updates of the status throughout the renewal process in accordance with the schedule. The Contractor shall provide a final assessment of the actions required by the Center within 30 calendar days of publication of the final renewed permit.

b. Construction Activities Oversight

The Contractor shall: Perform field verification and validation oversight of construction compliance activities at GSFC, Erosion and Sediment Control Plans, Stormwater Management Plans, and compliance with NPDES Permit and regulations.

The Contractor shall: Provide complete and accurate documentation of findings indicating non-compliance and periodic reports of actions. Electronic mail (email) notification of non-compliances shall be sent within four (4) business hours of finding.

1.3.2.4 Sanitary Sewer Discharge

a. Washington Suburban Sanitary Commission (WSSC) Permits Implementation and Maintenance

The Contractor shall: Perform monitoring, sampling and analysis, and inspections required by WSSC permits (as of 4/1/2014) issued to GSFC. Identify causes of non-compliance and provide recommendations for resolutions. This also includes, but not limited to, follow up actions, investigations and additional sampling required to address identified non-compliances.

The Contractor shall: Provide complete and accurate reports and timely and compliant sampling and analysis. Submit final draft reports due 15 calendar days prior to regulatory submission deadline. Each non-compliance letter delivery due date shall be coordinated with the appropriate Greenbelt environmental media manager and shall not be later than one business day prior to date that it must be mailed.

b. WSSC Permit Modification and Renewal

The Contractor shall: Complete permit modifications as necessary to support the NASA mission with all necessary data, information, analysis, and field activity. Complete the WSSC permit renewal application package with all required monitoring, analysis, data collection and information. Provide a permit renewal project schedule 12 months prior to the regulatory due date of the renewal application. Provide an evaluation of the draft and final new, modified, and renewed permits for impacts to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit to identify each change, including individual word and punctuation changes. Assist individual user organizations with implementation issues of the permits as directed by the appropriate Greenbelt environmental media manager or the COR.

The Contractor shall provide complete and accurate application packages. Final draft modification packages are due 30 calendar days prior to submission deadline to prevent impact on GSFC projects/missions. Final draft renewal packages are due 90 calendar days prior to regulatory submission deadline.

c. Sampling and Analytical Analysis

The Contractor shall: Maintain the sampling and analysis plan and related procedural documents. The plan and related procedural documents shall provide valid sampling methodologies in accordance with regulatory requirements, appropriate procedures for documentation and records, sampling process and frequency in accordance with the applicable permits, regulations, and industry standards.

1.3.2.5 Oil Operations/Tank Management

a. Oil Storage and Operations Inspection and Inventory

The Contractor shall: Maintain the GSFC, Greenbelt, Oil Storage Inventory database. Update the inventory annually or when a new storage location is discovered or put into service. The inventory shall be updated for new or changed alarm systems associated with oil storage. Perform database maintenance including database modifications to incorporate new requirements. Complete required inspections (at least one annually) of oil storage and operations to verify GSFC compliance with state and federal regulations, the Integrated Contingency Plan (ICP), and the oil operations permit. Provide reports of inspections and other actions. Track all findings.

The Contractor shall: Provide a complete and accurate inventory and report. Update the database is within 30 calendar days of notification/discovery of new information. Provide annual and periodic inspection reports 30 calendar days after completion of field activities and at least 15 calendar days prior to any regulatory due dates.

b. Oil Operations Permit Implementation and Maintenance

The Contractor shall: Perform monitoring, sampling and analysis, and inspections required by the Oil Ops permit (as of 4/1/2014) issued to GSFC, Greenbelt. Provide reports on all activities. Perform sampling of fuel oil deliveries to validate sulfur content and other suspect contaminant levels. Incorporate release information into the Spill Log database. Prepare reports as required by permit.

The Contractor shall: Provide complete and accurate reports. Provide sampling results meeting regulatory and industry standard requirements. Maintain spill log and incident reports up-to-date within 5 calendar days.

c. Sampling and Analytical Analysis

The Contractor shall: Maintain the sampling and analysis plan and related procedural documents. The plan and related procedural documents shall provide valid sampling methodologies in accordance with regulatory requirements, appropriate procedures for documentation and records, sampling process and frequency in accordance with the applicable permits, regulations, and industry standards.

d. Oil Operations Permit Modification and Renewal

The Contractor shall: Complete the Oil Ops permit modification or renewal application packages with all required monitoring, analysis, data collection and information. Provide a permit renewal project schedule 12 months prior to the regulatory due date of the renewal application. Provide an evaluation of the draft and final new, modified, and renewed permits for impacts to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit to identify each change, including individual word and punctuation changes. Assist individual user organizations with implementation issues of the permits as directed by the appropriate Greenbelt environmental media manager or the COR.

The Contractor shall provide complete and accurate application packages. The Final draft modification packages are due 30 calendar days prior to regulatory due date to prevent impact on GSFC projects/missions. Five year renewal final draft package is due 45 calendar days prior to regulatory submission date. The submission date is 60 calendar days prior to the permit expiration date.

e. Review, Update and Certification of the Integrated Contingency Plan (ICP)

The Contractor shall: review the ICP annually and after significant spills or facility modifications. Update the ICP as necessary, including provision of Professional Engineer's (PE's) certification, when required by regulations or indicated by the reviews. Provide a PE's certification of the complete ICP at least every five years as required by regulations.

The Contractor shall: Ensure conformance with 40 CFR 112. Final draft is due 90 calendar days prior to regulatory due date. Final plans or modifications, with PE certification if required, are due 10 calendar days after receipt of GSFC comments.

1.3.2.6 Groundwater Management

*a. Appropriations and Other Permits (Well, Septic, Groundwater Seeps, etc.)
Implementation and Maintenance*

The Contractor shall: Perform groundwater monitoring, sampling and analysis, and inspections required by permits (as of 4/1/2014) issued to GSFC, Greenbelt. Perform follow-up actions, investigations, and additional sampling required to address identified non-compliances. Complete permit application packages. Assist individual user organizations with implementation issues of the permits as directed by the appropriate

Greenbelt environmental media manager or the COR. Provide a permit renewal project schedule 12 months prior to the regulatory due date of the renewal application. Provide an evaluation of the draft and final new, modified, and renewed permits for impacts to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit to identify each change, including individual word and punctuation changes.

The Contractor shall: Submit final draft permit application packages due 15 calendar days prior to regulatory submission deadlines to prevent impact on GSFC projects/missions. Final draft reports for permit required inspections, monitoring, etc., shall be submitted 15 calendar days prior to regulatory due date.

b. Sampling and Analytical Analysis

The Contractor shall: Maintain the sampling and analysis plan and related procedural documents. The plan and related procedural documents shall provide valid sampling methodologies in accordance with regulatory requirements, appropriate procedures for documentation and records, sampling process and frequency in accordance with the applicable permits, regulations, and industry standards.

1.3.2.7 Policy, Procedure, Plan and Work Instruction Development

The Contractor shall: Develop draft environmental MEMD organizational level directives including PGs and WI necessary for the water management activities to be performed. Ensure that PG's and WI's comply with the latest version of the regulatory and NASA requirements. Draft updates as changes are identified and provide for an update prior to expiration. Coordinate resolution of comments in the review process.

The Contractor shall: Provide complete, accurate, efficient and effective procedures, and work instructions for all documents identified as needed, in draft, or final versions within 90 calendar days of identification of the need or 120 calendar days prior to expiration. Evaluate all documents at least annually; all documents shall be formally updated in accordance with Goddard Document Management System expiration dates.

1.3.3 Air Management

1.3.3.1 Permit Management

a. Air Emissions Systems Management

The Contractor shall: Collect air emissions data at GSFC, Greenbelt. Complete all data management and reporting as required by the Title V, Part 70/71, Air Operations Permit (e.g. heat input, annual fuel and equipment usage), environmental regulations and greenhouse gas emissions tracking (as of 4/1/2014). Maintain the air emissions inventory databases with related data (to include all permitted and non-permitted sources that have been evaluated). Implement a rigorous QA/QC program for data entry. Perform

database maintenance including database modifications to incorporate new requirements. Data includes but is not limited to: emissions factors, processes, hazardous air pollutants, hours of operation, emission rates, rolling averages and totals. Review the database at least annually and with each permit change to ensure that it is collecting and tracking all required data and that the database will produce all data outputs required for periodic reporting under the permit or by regulations. Conduct annual source validation to verify existing sources, insignificant sources, removed sources, newly permitted sources. Conduct annual verification and demonstration that the Greenhouse Gas (GHG) Mandatory Reporting Rule does not apply to GSFC, Greenbelt.

The Contractor shall: Ensure databases are accessible to the Government and are current and accurate each month. Monthly summary reports are due by 20th day of each month to indicate that monthly calculations were accomplished for the previous month and that data has been received for the current month. Complete and accurate permit or regulatory required reports final due 15 calendar days prior to regulatory due date.

b. Semi-Annual Fuel Report and Six-Month Monitoring Report

The Contractor shall: Prepare Semi-Annual Fuel Report. Prepare Semi-Annual Monitoring Report.

The Contractor shall: Provide complete and accurate Semi-Annual Fuel Reports. Final reports are due 15 calendar days prior to regulatory due date. Provide complete and accurate Six-Month Monitoring Reports. The Final reports are due 15 calendar days prior to regulatory due date.

c. Compliance Tracking

The Contractor shall provide: Complete regulatory required reports (i.e., quarterly deviation reports). Provide complete and accurate Deviation Reports. Final deviation reports are due 7 calendar days after identification of the deviation.

d. Annual Emissions Certification and Annual Compliance Certification

The Contractor shall: Prepare the annual emissions certification and the annual compliance certification. Compile all supporting documents and backup materials for the certifications. Provide complete and accurate certifications, supporting documents and backup materials. Final drafts are due 45 calendar days prior to regulatory due date. Final certifications due within 10 workdays after receipt of GSFC comments.

e. Ozone Depleting Substances (ODS) Reporting and Leak Rate Determination

The Contractor shall: Prepare an annual report for Ozone Depleting Substances. Obtain the information in coordination with the GSFC's annual Toxic Release Inventory Report. Enter the annual submission of ODS Consumption Report into the NASA Environmental

Tracking System (NETS). Validate Facilities Management Division leak rate determinations.

The Contractor shall provide a complete and accurate report. Final drafts are due by February 15.

f. Air Source Compliance Review and Permit Application Preparation

The Contractor shall: Assemble all data and perform necessary calculations and analysis to evaluate modified and new sources. Determine applicability of permitting process. Perform calculations and analysis necessary for air permit applications, reports and other regulatory actions.

The Contractor shall: Provide complete and accurate reports, calculations, and permit packages. Final draft permit packages are due 15 calendar days prior to submission deadline to meet project schedules.

g. Title V, part 70/71 Permit Renewal

The Contractor shall: Prepare the Title V, Part 70/71 permit renewal package for submission to the regulators in accordance with permit requirements and regulator direction. Use the air source and emission inventory noted above as the primary source of data required for the permit application. Provide a permit renewal project schedule 12 months prior to the regulatory due date of the renewal application. Provide an evaluation of the draft and final new, modified, and renewed permits for impacts to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit to identify each change, including individual word and punctuation changes. Assist individual user organizations with implementation issues of the permits as directed by the appropriate Greenbelt environmental media manager or the COR.

The Contractors shall provide permit application packages that are complete and accurate. Final drafts are due 90 calendar days prior to regulatory submission deadline.

1.3.3.2 Policy, Procedure, Plan and Work Instruction Development

The Contractor shall: Develop draft environmental MEMD organizational level directives including Procedural Guidelines (PGs), and Work Instructions (WI) necessary for the air management activities to be performed. Ensure that PGs and WIs comply with the latest versions of regulatory and NASA requirements. Draft updates as changes are identified and provide for an update prior to expiration. Coordinate resolution of comments in the review process.

The Contractor shall: Provide complete, accurate, efficient and effective procedures, and work instructions for all documents identified as needed, in draft, or final versions within 90 calendar days of identification of the need or 120 calendar days prior to expiration. Evaluate all

documents at least annually; all documents shall be formally updated in accordance with Goddard Document Management System expiration dates.

1.3.4 Environmental Management

a. Record Management

The Contractor shall: Create, maintain, preserve, and dispose of NASA records in accordance with latest version of NASA Procedural Requirements (NPR) 1441.1 "NASA Records Retention Schedule" and regulatory requirements. Resolve records requiring filing (records generated by the contractor, records generated by the Goddard Environmental Team (GET) and records received from GSFC operations or outside sources such as regulatory agencies) at least weekly, maintain the cross reference of the GSFC records management plan with the Agency filing scheme, develop and maintain the records retention plan and complete records retirement actions in coordination with the COR. All records requiring filing shall be scanned and posted in the appropriate directory on the GET Environmental public drive on a weekly basis.

The Contractor shall: Ensure conformance with latest version of NPR 1441.1 "NASA Records Retention Schedule" and the GET file index. The files shall be readily available within filing system. Ensure, at a minimum, weekly resolution of records to be filed and annual resolution of records for retirement and disposal.

b. Environmental Training

The Contractor shall: Maintain training materials on the shared drive for Environmental Awareness training, Resource Conservation and Recovery Act (RCRA) GSFC Generator training, ICP and SWPPP training. Maintain materials including multimedia materials and student manuals. Materials will be used by a third party to train GSFC personnel. Materials shall be maintained current with regulations and GSFC Policy and procedures. Review the Environmental Awareness training at least every two years, RCRA Generator, ICP and SWPPP training shall be reviewed at least annually.

The Contractor shall: Ensure that the 'master copy' training materials meet regulatory objective requirements, are complete and are accurate. Regulatory changes shall be incorporated prior to the effective date of the regulatory change. Substantive regulatory problems shall be updated/corrected within 30 calendar days of identification. (Substantive problems are problems with an overall risk ranking of medium or high as defined in the latest version of NPR 8553.1, NASA Environmental Management System (EMS)).

c. Regulatory Review and Assessment

The Contractor shall: Review published final regulations and rulings affecting the environmental compliance of GSFC. Provide a report to the COR with email 'cc' to the environmental team on the potential impacts and necessary actions of GSFC on a

monthly basis. Maintain and update Legal and Other Requirements (LOR) on GSFC Environmental SharePoint site. Update the LOR as regulations change, ensuring links to regulations and to high-priority aspects are current, update the LOR list after the annual aspects review.

The Contractor shall: Provide a monthly report of regulatory review. Identify new and modified regulations with impact in sufficient time to allow GSFC to complete actions required for compliance or no later than 90 calendar days prior to effective date of the new regulations, whichever is earlier. Update the LOR within 30 calendar days of the identification of new or changed regulatory requirements. Update LOR within 30 calendar days after receipt of the EMS aspect review results. The Contractor shall review and update links at least annually.

d. Policy, Procedure, Plan and Work Instruction Development and Processing

The Contractor shall: Develop draft environmental MEMD organizational level directives including Procedural Guidelines (PGs), and Work Instructions (WIs) necessary for the GSFC environmental program activities not covered in above sections. Ensure that PGs and WIs comply with regulatory and NASA requirements. Draft updates as changes are identified and shall provide for an update prior to expiration. Coordinate resolution of comments in the review process.

Maintain the EMS Manual and update on SharePoint. The EMS Manual shall be reviewed and updated annually. Maintain the EMS Manual procedures, references and hyperlinks. Each section of the Manual shall also be converted to an individual PDF file and loaded into SharePoint allowing for the “EMS Navigation” function to stay current.

Coordinate the administrative management of all Code 250 environmental related Goddard Directives Management System (GDMS) documents (arranging posting to GDMS for comment, tracking GDMS due dates and posting of comment resolution and final document posting).

The Contractor shall: Provide complete, accurate, efficient and effective procedures, and work instructions for all documents identified as needed, in draft, or final versions within 90 calendar days of identification of the need or 120 calendar days prior to expiration. Evaluate all documents at least annually; all documents shall be formally updated in accordance with Goddard Document Management System expiration dates.

e. Plans, Applications, Procedures, Reports and Notifications

The Contractor shall: Prepare and maintain general program documents required to meet regulatory compliance and other requirements in all environmental areas. Coordinate resolution of comments in the review process. Develop and maintain Environmental Management Program plans (EMPs) for GSFC EMS high-priority aspects identified on the EMS SharePoint site.

The Contractor shall: Ensure conformance with applicable laws, regulations and Government specifications. Formally review all documents every three years and as required by other rules and regulations. Provide draft EMP plans within 45 calendar days of receiving notice that a new high-priority EMP has been identified. Review and update existing EMP plans at least annually.

f. Permit Applications

The Contractor shall: Collect, assemble, coordinate, and complete all necessary forms, reports, and data necessary to apply for miscellaneous environmental permits and permit renewals. Provide a permit renewal project schedule 12 months prior to the regulatory due date of the renewal application. Provide an evaluation of the draft and final new, modified, and renewed permits for impacts to the Center. The evaluation of the draft and final modified and renewed permits shall include a line-by-line analysis to the existing permit to identify each change, including individual word and punctuation changes.

The Contractors shall provide permit application packages that are complete and accurate. Final drafts are due 90 calendar days prior to regulatory submission deadline.

g. Regulatory fees

The Contractor shall: process payment of regulatory fees applicable to the GSFC including permit fees, emission/discharge fees and other applicable fees established by regulators, rules and regulations in support of the Center environmental programs.

The Contractor shall ensure timely fee submission with proof of delivery.

h. NASA Environmental Functional Review and Self-Assessments

Requirement: Support the every-three-year NASA headquarters Environmental Functional Review (EFR). Provide support to internal self-assessments necessary to prepare for and respond to agency functional reviews, audits or regulatory inspections.

The Contractor shall ensure that the review encompasses follow-up actions from the most recent EFR, audit or regulatory inspection.

i. Environmental Module, SHETrak (safety, health and environmental finding tracking system)

The Contractor shall: Maintain SHETrak by inputting environmental findings and other related data, coordinating with users on corrective actions and providing direction and consultation to users on the functionality and use of the SHETrak. Perform the Technical Administrator role as assigned (assessing appropriateness of hazard abatement plans, corrective actions and closure determination). Provide quarterly reports on the status of open corrective actions and Center organizations responsibilities. Provide ad hoc reports as necessary to support environmental management goals and objectives.

The Contractor shall: Provide complete and accurate reports delivered by the 15th day after each calendar quarter for up to 200 new findings per year.

j. Configuration Management

The Contractor shall: Record and track requirements for systems and documents controlled under the latest version of 250-PG-1410.2.1, Configuration Management Procedure. Coordinate the accomplishment of change control procedures for covered Environmental Team systems and documents.

The Contractor shall: Provide coordination of changes to the MEMD Controlled Documents List within 30 calendar days of approval of Environmental Team controlled document changes. The Contractor shall coordinate with the COR for posting of approved changed Environmental Team documents.

k. Data Management, Tracking and Reporting Systems

The Contractor shall: Maintain environmental technical information and data in the GSFC and NASA data management, tracking and reporting systems [e.g., NETS, Hazardous Materials Management System (HMMS)]. Ensure timely and accurate maintenance of data and information. Complete NETS data management at least 10 work days before each Agency due date.

l. Government Furnished Equipment

The Contractor shall: Maintain all government furnished equipment to assure availability and accuracy to accomplish environmental actions. All equipment shall be maintained in a condition and capability to meet regulatory requirements and industry standards for their respective use and purpose. Provide a quarterly report of actions and issues including equipment operational status, life expectancy, replacement cost estimate and identification of new needs.

The Contractor shall ensure that equipment is in an operational ready status at least 90% of the time and provide for 100% regulatory compliance. Quarterly reports to be due by the 30th calendar day after each calendar quarter.

m. Reports

The Contractor shall: Provide monthly reports of accomplishments, activities and issues. The monthly report shall include all contract, program and Environmental Management System metrics identified in paragraph 1.3.4.m below.

The Contractor shall provide the monthly report by the 15th calendar day of each month.

n. Meetings

The Contractor shall: Participate in meetings required to accomplish specific requirements of the Statement of Work. The Contractor Program Manager shall participate in a weekly meeting with the COR to review project status and discuss issues related to all work and activities under this contract. The Contractor team shall meet monthly with the GET to discuss accomplishments and planned actions.

The Contractor shall ensure timely and active participation.

o. Metrics

The Contractor shall: Maintain data supporting environmental metrics on a monthly and quarterly basis (based on the metric data) and shall prepare metrics reports for contract, program and Environmental Management System (EMS) metrics. Metrics will include historical data when provided by NASA. EMS metrics shall be tracked for each of the Objectives and Targets that have been established for GSFC's high-priority aspects. Maintain the EMS metrics on the EMS SharePoint Site (internal site only). Maintain all other metrics on the environmental shared drive.

The Contractor shall: Report GSFC EMS metrics on a fiscal year quarterly basis for the entire period of the contract. The EMS metric reports shall be completed no later than 30 calendar days following the reporting quarter. GSFC Environmental Program metrics shall be reported for the entire period of the contract and shall be submitted with the monthly report required in paragraph 1.3.4.m above. Propose additional or modified contract metrics within 90 calendar days following the start of the contract. Propose any additional or modified Environmental Program metrics within 180 calendar days following start of the contract. The first reporting period for additional metrics shall be for the month following acceptance of the additional metric by the COR. The Contractor shall ensure metrics are technically accurate.

p. Facilities Operations and Emergency Action Plan Responsibilities

The Contractor shall: Assign Area Wardens for all areas that the Contractor occupies to accomplish responsibilities related to building emergency action plans. Provide timely and active participation.

1.3.5 Environmental Planning and Impact Assessment Management

1.3.5.1 Environmental Planning

a. NEPA document processing and review

The Contractor shall: Provide multimedia review and comments of NEPA documents. Coordinate the Environmental Checklist review process. Serve as a backup to maintain the Environmental Checklist database on the SharePoint Site including review comments and responses to comments. Prepare and submit Record of Environmental

Consideration's (REC), as appropriate, for government review and approval. File completed RECs on SharePoint and network file and maintain the NEPA documentation log. Provide timely and accurate review comments five workdays prior to outside review deadlines.

b. Environmental Resource Document (ERD)

The Contractor shall: Maintain the ERD based upon new and updated information. Perform a complete document review and update at least once every five years. Update information within the ERD within 6 months of the development of significant new or revised environmental data or at any time by the direction of the appropriate Greenbelt environmental media manager or the COR.

c. Plans and Document Review

The Contractor shall: Provide multimedia review and comments of various plans, designs, reports and other documents related to GSFC's environmental programs, missions, projects and operations. Plans and documents include but are not limited to: facility designs; facility specifications; Center-wide, organizational specific or project specific procedures and plans; Agency procedures and guidelines; and NEPA documents. Provide timely and accurate review comments delivered five workdays prior to outside review deadlines.

1.3.6 Environmental Liability Management

1.3.6.1 Restoration Project Management

Restoration Project Oversight

The Contractor shall: Provide environmental oversight of construction activity for the cleanup of areas under Comprehensive Environmental Response Compensation and Liability Act (CERCLA)/RCRA investigation. Provide weekly and monthly reports of oversight activities. Provide timely site reviews with complete and accurate reports delivered on a weekly and monthly basis as needed to provide effective oversight of activities. Provide timely attendance of pre, post, and concurrent work meetings related to the activities.

1.3.6.2 Property Environmental Liability Assessments

Real and Personal Property Preliminary Environmental Liability Assessments

The Contractor shall: Conduct preliminary environmental liability assessments of NASA owned property or property that is projected to be transferred to NASA to identify potential environmental liability that requires additional analysis, investigation or specific documentation. Provide written reports.

Provide timely assessments with complete and accurate reports. Deliver complete draft to conform to the eMOD ticket schedule.

1.3.7 Natural Resources Management

1.3.7.1 Flora and Fauna Management

a. Species Surveys

The Contractor shall: Survey various species for potential population management. Perform one cursory survey for listed and protected species as necessary to support GSFC operational requirements per year. Conduct surveys in accordance with professional practice/industry standards. Deliver reports within 30 calendar days of completing surveys.

b. Species Management

The Contractor shall: Provide field support for species management activities including preparatory work and in field assistance for management actions. Accomplish support action within regulatory and project time periods.

1.4 GENERAL TECHNICAL REQUIREMENTS AND DEFINITIONS APPLICABLE TO ALL WORK PERFORMED

1.4.1 General Limitations and Clarifications

The Contractor shall be responsible for complying with all Federal, state, and local laws and regulations regarding licenses, certifications, training, and experience, of employees performing services.

The Contractor shall maintain documentation of its employee training and certifications that are required by law, regulation and NASA policy. Where NASA is required to have this documentation available for review by other parties, the Contractor shall ensure that up-to-date and accurate copies of the documentation are maintained in the Government's records management system.

The Contractor shall comply with the terms and conditions of all environmental permit requirements and other authorizing documents held by the Government. The Contractor shall immediately address any questions, concerns, or problems, which prevent compliance with the applicable permits or any terms of this Statement of Work (SOW) and Task Orders (TOs) to the Contracting Officer's Representative (COR) and to the appropriate Greenbelt environmental media manager.

1.4.2 Documentation

All electronic formatted submittals, documents, logs, records, databases, analytical results, operations and maintenance manuals, and procedures developed in accordance with this contract's requirements or which demonstrate compliance with laws and regulations shall be prepared using the GSFC Office Automation computer software suite of programs (i.e., Microsoft Word, Excel, Access, PowerPoint, etc.). Electronic files of all submittals shall be posted to the Environmental public drive on the Environmental Network Drive or the Environmental SharePoint server, as appropriate. All paper copy legal and regulatory documentation and supporting records are to be maintained in the official NASA files in accordance with the latest version of the NASA GSFC Environmental File Plan, which is available through the electronic library. All official records required to demonstrate compliance shall be maintained in paper form. All databases, applications, and documents are to be maintained on the GSFC Environmental Network Drive.

Supporting records include original field notes, log books and appointment schedules necessary or appropriate to support program compliance and conformance. Actions where supporting records shall be provided include, but are not limited to field sampling and analysis, and annual air compliance certification.

All deliverables required by this SOW and task orders shall be submitted to the appropriate Greenbelt environmental media manager and the COR in accordance with the time frames set out

in the SOW and task orders. Deliverables shall be submitted via email whenever deliverables are available in electronic format.

Final deliverables shall be submitted to the COR in a format and completeness to provide for direct submission to regulatory or other outside agencies where applicable and shall be submitted in quantity to provide for all outside submission requirements and one file copy. Deliverables that are an update of an existing document (plan, work instruction, Procedural Requirements, etc.) shall be submitted in a 'track changes' format that allows for clear indication of changes to the document along with a 'clean' version.

Trip reports shall be submitted for all trips (any activity that is attended at a location other than the GSFC, Greenbelt, MD, facilities). Final Draft trip reports shall be submitted to the appropriate Greenbelt environmental media manager and the COR within 1 week of the meeting or trip. On occasion, the criticality of a meeting or trip may require a more expedient delivery.

1.4.3 Facilities and Equipment

Access to all facilities located at GSFC shall be maintained under the GSFC access control systems (the Contractor shall not add locks to the facilities). Professional staff of the GET shall have access to Buildings 27, 27A and 27B at all times without prior notice for technical program purposes. Access to the GSFC network shall only be provided via the computers provided by the government.

Radio Communication. The Contractor shall use the existing assigned radio frequencies for radio communications associated with this contract. Routine and emergency communications shall be effectively established and professionally accomplished. The frequencies are jointly used by GSFC Civil Service and Contractor work force. A limited number of radios shall be provided as Installation Accountable Government Property. Additional radios will not be provided by the Government. The Contractor may, at their discretion, buy additional radios. Radio specifications will be available. The Contractor shall abide by all laws, regulations and procedures regarding use of radios and radio frequencies.

Vehicles. Vehicles required to perform services under this contract shall be provided and maintained by the Contractor. Transportation shall be accomplished in a manner that meets all regulatory and SOW time constraints. Transportation of waste and re-usable chemicals shall be capable of handling containers of any size up to and including 55-gallon drums in over-pack containers.

1.4.4 Multi-Media Sampling and Analytical Services

The Contractor shall: Provide services to complete field sample collection and processing to the appropriate laboratory and analytical methodology and provide services for direct field sample analysis where required and appropriate. Sampling and analysis shall be performed in accordance with applicable sampling and analysis plans in support of the individual environmental program or project. Provide analytical services for multi-media environmental sample analysis. Analytical services shall have an Analytical Services Quality

Assurance/Quality Control (QA/QC) program. A review and site visit of the laboratory shall be conducted to ensure the QA/QC Program is valid. Persons or laboratories performing field sample analysis and analytical services shall be experienced in the analysis techniques to be applied. Laboratories shall be evaluated in accordance with the latest version of 250-WI-8500.0.5, Contract Laboratory Audit Inspection.

1.4.5 Support of Environmental Services Cost Allocation

The Contractor shall maintain the ability to track and report resource expenditures (personnel hours and other direct costs) for each area of activity (e.g., hazardous waste management, hazardous waste disposal, NPDES permit activities, Title V Part 70/71 permit activities, etc.) The Contractor shall maintain the ability to subdivide the resource expenditures to a level of individual GSFC organizations ("Division" level) or pre-identified projects for those programs that provide direct support (the objective of these metrics is to accomplish charge-backs to the user organizations where this has been pre-established and the government has notified the contractor). This will include, but is not necessarily limited to, individual construction site hazardous waste generation and actions in response to specific releases/spills.

1.5 ACRONYMS

AST- Aboveground Storage Tank

BMP – Best Management Practice

CERCLA - Comprehensive Environmental Response Compensation and Liability Act

CERL – Construction Engineering Research Lab

CFR – Code of Federal Regulations

CO – Contracting Officer

COR – Contracting Officer’s Representative

EFR – Environmental Functional Reviews

eMOD – Electronic Management Operations Directorate

EPA - Environmental Protection Agency

EPCRA - Emergency Planning and Community Right to Know Act

FR – Federal Register

GDMS- Goddard Directives Management System

GET – Greenbelt Environmental Team

GHG – Greenhouse Gas

GIS –Geographical Information System

GPD – Goddard Policy Directive

GPR – Goddard Procedural Requirements

GSFC – Goddard Space Flight Center

GSFC Environmental Homepage - Found at [HTTP://environment.gsfc.nasa.gov](http://environment.gsfc.nasa.gov)

HAPs – Hazardous Air Pollutants

HAZMAT - Hazardous Materials

HAZWOPER - Hazardous Waste Operations and Emergency Response

HMMS – Hazardous Materials Management System

ICP - Integrated Contingency Plan

MDE – Maryland Department of the Environment

MEMD – Medical and Environmental Management Division

MSDS - Material Safety Data Sheet

NASA – National Aeronautics and Space Administration

NEPA - National Environmental Policy Act

NETS – NASA Environmental Tracking System

NOI – Notice of Intent

NO_x – Nitrogen Oxides

NPD – NASA Policy Directive

NPDES - National Pollutant Discharge Elimination System

NPR – NASA Procedural Requirements

ODS- Ozone Depleting Substances

P2 - Pollution Prevention

PCB – Polychlorinated Biphenyl

PG – Procedures and Guidelines

POL - Petroleum, Oils and Lubricants

PES - Preliminary Environmental Survey

QA – Quality Assurance

QC – Quality Control

RCRA - Resource Conservation and Recovery Act

REC - Record of Environmental Consideration

SAA – Satellite Accumulation Area

SARA - Superfund Amendments and Reauthorization Act

SDWA - Safe Drinking Water Act\

SHETrak - Safety, Health and Environmental finding tracking system

SWP3 – Storm Water Pollution Prevention Plan

TRI – Toxic Release Inventory

TSCA - Toxic Substance Control Act

TSDF - Treatment, Storage and Disposal Facility

USF&WS - United States Fish and Wildlife Service

USGS - United States Geological Survey

UST - Underground Storage Tank

WI – Work Instruction

WSSC - Washington Suburban Sanitary Commission

End of SOW